

# SIXTEEN EMPOWERING PRACTICES FOR STUDENTS

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CARY J. GREEN, PHD

[WWW.CARYJGREEN.COM](http://WWW.CARYJGREEN.COM)



The following advice will help you:

Develop your leadership skills  
Enhance your academic success  
Build employability skills

This advice is derived from my  
Amazon best-selling book,  
“Success Skills for High School, College, and Career.”

Cary J. Green, PhD

[Cary@CaryJGreen.com](mailto:Cary@CaryJGreen.com)

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# MANAGE YOUR WEAKNESSES

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1. Identify your weakness.
2. Believe you can improve.
3. Find resources.
4. Make a plan to improve.
5. Define the impact.
6. Implement your plan.
7. Assess your progress.
8. Celebrate your progress.

# REFLECT ON YOUR PROJECTS

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1. What worked well?
2. What did not work well?
3. What would you do differently if you repeated the project?
4. What did you learn that you can apply to your next project?

# DETERMINE YOUR VALUES

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1. What are you truly passionate about?
2. What are you most proud of?
3. Think about the times you have been the happiest. What contributed to that happiness?
4. What are you doing when “time flies?”
5. How would you like to be described by family and friends?



# SURROUND YOURSELF WITH THE RIGHT PEOPLE

1. A positive outlook.
2. Goals and ambitions.
3. A strong work ethic.
4. An encouraging attitude.
5. Ability to inspire you to achieve.
6. Self-confidence to celebrate your successes.

# MANAGE CONFLICT

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1. Avoid accusatory “you” statements.
2. Separate the issue from the person.
3. Don’t take things personally.
4. Don’t become defensive.
5. Don’t immediately dismiss the perspective of the other person.
6. Don’t immediately give in.

# MANAGE YOUR REPUTATION

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1. Completely understand your commitments.
2. Do everything you are required to do.
3. Do everything you say you will do.
4. Do everything to the best of your ability.
5. Meet deadlines.



# SET GOALS

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1. Align your goals with your values.
2. Define the outcomes of your goals.
3. Define the benefits of your goals.
4. Identify the major steps required to achieve your goals.
5. Stay focused on your priorities.
6. Review progress regularly.
7. Maintain accountability.
8. Reflect and assess.

# DETERMINE THE BENEFIT OF YOUR GOALS

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1. When I achieve this goal, I will benefit by...
2. Achieving this goal will allow me to...
3. Achieving this goal is important to me because...

# ASSESS PROGRESS ON YOUR GOALS

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1. Am I on track with my plan?
2. What are my next steps?
3. Are there specific steps that are behind schedule?
4. Is this goal still a priority?
5. Am I letting other things get in the way of this goal?

# DETERMINE YOUR PRIORITIES

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1. What are your values?
2. What are your goals?
3. What are your responsibilities?
4. What is the impact of the activity?

# AVOID OVER-COMMITMENT

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1. Is this activity a priority for me?
2. Does it align with my values?
3. Is this activity part of my responsibilities?
4. Does the activity have a long-term impact?



# PROJECT PLANNING

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1. Outline the steps needed to complete the project.
2. Estimate the time required to complete each step.
3. Determine the deadline for each step.
4. Schedule in your calendar time to complete each step.
5. Stay focused on your priorities.
6. Assess your progress and stay on track.

# THINK CRITICALLY

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1. Think independently.
2. Separate fact from opinion.
3. Ask questions.
4. Evaluate biases and assumptions.
5. Evaluate evidence.

# A SIX-STEP APPROACH TO PROBLEM SOLVING

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1. Identify the problem.
2. Determine the underlying cause of the problem.
3. Determine possible solutions.
4. Select a solution.
5. Implement the solution.
6. Assess the solution.

# HANDLING MISTAKES

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1. Recognize when you make a mistake.
2. Take responsibility for your mistake.
3. Apologize for it.
4. Fix it if you can.
5. Learn from the mistake.
6. Don't repeat the mistake.
7. Move ahead.

# STAY ON TRACK WHEN STUDYING

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1. Set a specific time to study every day.
2. Find a quiet, distraction-free place to study.
3. Break study sessions into smaller time blocks.
4. Take breaks between time blocks.
5. Build in goals for each study session.
6. Reward yourself for meeting study session goals.
7. Stick with the plan, even if you don't feel like studying.





**Leadership**

**Academic Success**

**Employability Skills**

**Workforce Development**

**Cary@CaryJGreen.com**

*"This unique and inspirational book teaches students how to be successful in school right now, while developing the skills that employers absolutely need in the 21st century."*

Pat Wyman, "America's Most Trusted Learning Expert" and CEO of HowToLearn.com

# SUCCESS SKILLS

for High School, College, and Career

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